

Reply about the headsets

WE1 | Fresh task | Read Noor's email before using these facts

Imagine it is Monday 19 October 2026. You are Noor's office colleague. Read only the email Noor sends. Ask about any missing facts before agreeing arrangements.

1. Check the request

What does Noor need, and why?

How many? When are they needed?

Where and when should collection happen?

When does Noor need a reply?

A detail I understood: _____

A detail I need to check, if any: _____

2. Read your stock note and write a reply

Available: four working headsets. There are no more available for this training session.

Collection: you can leave them at reception on Wednesday 21 October 2026 at 15:00 London time. They will be available there from that time.

Say what you can supply. Offer this collection arrangement and ask whether four will be enough. Do not promise six. Do not assume Noor has agreed.

3. Check the agreement

Read Noor's reply. Tell Noor how many headsets you will provide and the agreed collection place and time. Ask about anything that is still unclear.
